

**SUMMARY OF THE  
MEMBERSHIP AND OUTREACH COMMITTEE MEETING  
JUNE 30, 1998**

The Membership and Outreach Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Thursday, June 30, 1998, at 1:30 p.m. Central Daylight Time (CDT) as part of the Fourth NELAC Annual Meeting in San Antonio, TX. The meeting was led by its chair, Dr. Irene Ronning of the Oregon Health Division/Public Health Laboratories. A list of action items is given in Attachment A. A list of participants is given in Attachment B.

**INTRODUCTION**

The Committee introduced themselves and the Chair then read the Charter from the Constitution and Bylaws.

**REVIEW OF MINUTES FROM PREVIOUS MEETING**

The minutes of the May 8, 1998 teleconference were approved.

**ACCOMPLISHMENTS**

The Committee developed letters that the NELAC Board of Directors sent to governors, federal agency heads, and state representatives regarding state and federal representation to NELAC. The letters for NELAC V are ready for next year. The Committee prepared the NELAC Fact Sheets which address issues for Federal Agencies, Users for Environmental Data, State Agencies, and Laboratories on NELAC/NELAP. The Fact Sheets were sent out with these letters. These Fact Sheets will need to be revised as websites, addresses, phone numbers, etc., change.

The committee now keeps a database of the current names and addresses of state governors and federal agency heads.

The Committee prepared introductory paragraphs for the NELAC Website to assist people interested in obtaining more information on NELAC. The Web Page would present general information and have links to the Fact Sheets, history section, introduction of NELAC and NELAP, and current standards. Dr. Irene Ronning requested that EPA put the NELAC IV announcement on the EPA Website in the "What's new in EPA?" section but was unable to get to the Website to check if this was done.

All documents developed by the Committee are reviewed by the NELAC Board. The Committee can make recommendations to the Board. The NELAC Board makes the final decision as to use/revise material and whether to act on recommendations.

To determine voting member qualifications, Voting Member Credentials will be self-reported on the Registration form. The form has been changed to provide the information required.

## **MEMBERSHIP TOPICS**

### Election of Chair for 1998-1999

Constitution and Bylaws states the Committee Chairs need to be elected each year. Dr. Irene Ronning was nominated and unanimously reelected by the Committee.

### Nomination List for All Committee's Membership

All committee memberships are on staggered schedules. This creates a need to replace committee members annually. At the present time there is no nomination list from which committee chairs can locate interested and qualified individuals to serve on their committees. The Committee developed a short form, entitled "NELAC Needs You!", to find out if people were possibly interested in becoming committee members. The form included in the Registration packet is a two page form that requires a resume to be attached. The Committee felt it was unlikely that people would fill this out because of its cumbersome nature. The Committee believes the one pager should be filled out to express interest and the two page form (large form) be used as a formal request to become a committee member. The Committee proposed to hand out the one pager later, collect this information and prepare a database of interested parties if approved by Ms. Mourrain.

## **OUTREACH TOPICS**

### Journals and Internet Sites Survey

Dr. Ronning sent a questionnaire (membership & trade journals) for distribution at NELAC IV to Ms. Mourrain. The purpose of this is to generate a list of journals in which NELAC announcements can be published.

The Committee recommended the creation of an Outreach Team. This team would generate lists of potential speakers within each state. This list of potential speakers would include state representatives who maybe willing to serve as speakers within their respective states, or know someone who may. The Committee would also try to locate lab associations within states who may want a speaker. A charge was issued to the committee to review and revise the Fact Sheets and turn them over to EPA to synthesize. The goal is to send these to the EPA Regions by September 1, 1998.

There was discussion on other possible Websites where NELAC meeting announcements could be posted besides the NELAC Website. One suggestion was to request Mr. Jerry Parr to add information about NELAC on his e-mail list/cd-rom subscription.

### Prepared presentation material

The Committee would like to have presentation materials available on the NELAC Website to use. The issue of needing to sanitize for corporation logos and letterheads was addressed. Author permission would need to be obtained for materials prepared by private companies. It was

also understood that Ms. Mourrain would need to approve the presentation materials. The Committee decided to request this information at the closing plenary session and from all the state representatives.

### NELAC Website

Mr. Mike Ciolek did a demonstration on the new NELAC Website. Some suggestions from the Committee members included: referring frequently asked questions to the Open Forum or creating a FAQ in the future; creating links to Committee meeting dates and minutes; and that the lack of graphics may contribute to the speed at which the site can be accessed. The overall Committee impression to the NELAC Website was positive.

The Committee had mentioned in the past, a specific Committee area on the Web with limited access. This issue has not been addressed yet.

### **COMMITTEE TOPICS**

#### Revision of By-laws and Policy and Structure Chapter

Dr. Ronning presented information on the possible need to changes to NELAC by-laws for discussion by committee at NELAC IV.

Article VI Section 2.3 of the Bylaws will be reworded

- a. Strike “maintains an active roster” and “coordinates and resolves participants’ concerns.” Reword the last sentence to read “... and establishes criteria and resolves credential conflicts.”
- b. Should strike out “consistent standards for environmental sampling and analysis in fostering quality data on which to base responsible public and environmental health decisions” Now will read as “solicits and develops informational materials to promote understanding and appreciation of the importance of NELAC/NELAP.”

The same language which appears in Chapter 1, Section 1.7.5.2.3., needs to be similarly revised.

“This committee initiates membership invitations, publicizes NELAC to prospective participants and establishes criteria and resolves credential conflicts.”

“This committee solicits and develops informational materials to promote understanding and appreciation of the importance of NELAC/NELAP.”

This rewording will be discussed further in teleconferences and brought before the Program Policy and Structure Committee before the Interim Meeting.

### Discussion of Merging the Implementation and Membership and Outreach Committees

It was agreed by both committees that they should not be combined because their roles were different and their functions did not overlap.

It was suggested that the two committees continue to meet in order not to duplicate efforts.

### Summary and Task Assignments

Frequently asked questions can be addressed to the Membership and Outreach Committee so they can review and address these questions in pamphlets, handouts, etc.

**ACTION ITEMS  
MEMBERSHIP AND OUTREACH COMMITTEE MEETING  
JUNE 30, 1998**

<b>Item No.</b>	<b>Action Item</b>	<b>Date To Be Completed</b>
1.	Contact Websites and Journals.	September 1, 1998
2.	Establish a list of people who desire to become NELAC Committee Members.	
3.	Present a request for presentation materials to state representatives and the Closing Plenary Session of NELAC IV.	
4.	Mr. Mike Ciolek and Ms. Rhonda Carter will continue developing and improving the NELAC Website.	

**PARTICIPANTS  
MEMBERSHIP AND OUTREACH COMMITTEE MEETING  
JUNE 30, 1998**

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